

EUROPEAN
CURRICULUM VITAE
FORMAT



JOB REFERENCE NUMBER

PERSONAL INFORMATION

Name

Serap Madazlı

Address

Şehit Kurbanı Akboğa Sokak 9/6 Birlik Mahallesi Çankaya Ankara

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Nationality at birth

TURKISH

Present nationality

TURKISH

Date of birth [Day, month, year]

08.11.1969

Place of birth

ANKARA

Sex

Male ☐

Female ☒

Marital status

Single ☐

Married ☒

Widowed ☐

Divorced ☐

Separated ☐

Dependants

Name

Date of birth [Day, month, year]

Relationship

EDUCATION

Institution

[Date from - Date to]

1986 - 1993

Degree(s) or Diploma(s) obtained:

University of Ankara, Faculty of Political Sciences, Department of Finance

WORK EXPERIENCE

• Dates (from – to)	01/03/2017 - 28/02/2019(full time)
• Name and address of employer	Association for Monitoring Gender Equality Cinnah Caddesi No:75/7 Çankaya Ankara
• Type of business or sector	NGO
• Occupation or position held	Financial and Administrative Coordinator (CEİD)
• Main activities and responsibilities	<p>Enhancement of Participatory Democracy in Turkey, Monitoring Gender Equality TR2013/0123.01.04-01/001, 1.628.000,00 Euro</p> <ul style="list-style-type: none"> • Staff entries, preparation of payrolls, preparation of financial statement of wages • Keeping the accounting records of expenditures • Preparation of financial statements • Making association's declarations and notifications in compliance with the legislation • Submission of declarations for annual and periodic tax returns • Preparation of financial reports of the project for CEİD • The preparation of all information and document's preparation, procurement, collaboration for report of certified public accountant.

• Dates (from – to)	02/06/2012 - 20/08/2014(full time)
• Name and address of employer	Civil Society Development Center Tunus Street, 85/8 Kavaklıdere Ankara
• Type of business or sector	NGO
• Occupation or position held	Financial and Administrative Officer (STGM)
• Main activities and responsibilities	<p>Strengthening Civil Society Development and Civil Society Public Sector Dialogue in Turkey" Association Of Civil Society Development Centre (STGM) in consortium with Third Sector Foundation of Turkey (TUSEV) and YADA Foundation (YADA) with financial support of European Commission, 4,175,000.00 Euro</p> <ul style="list-style-type: none"> • Staff entries, preparation of payrolls, preparation of financial statement of wages • Keeping the accounting records of expenditures • Preparation of financial statements • Making association's declarations and notifications in compliance with the legislation • Submission of declarations for annual and periodic tax returns • Preparation of financial reports of the project for STGM • Control and consolidation of financial reports received from project partners • The preparation of all information and document's preparation, procurement, collaboration for report of certified public accountant.

• Dates (from – to)	09/03/2012 - 01/06/2012
• Name and address of employer	Civil Society Development Center (STGM) Tunus Street, 85/8 Kavaklıdere Ankara
• Type of business or sector	NGO
• Occupation or position held	Financial and Administrative Officer (STGM)
• Main activities and responsibilities	<ul style="list-style-type: none"> • Staff entries, preparation of payroll, preparation of financial statement of wages • Keeping the accounting records of expenditures • Preparation of financial statements • Making association's declarations and notifications in compliance with the legislation • Submission of declarations for annual and periodic tax returns • Giving support to the preparations of the project 'Strengthening civil society development and civil society public sector Dialogue in Turkey"

• Dates (from – to)	2007 - 2011
• Name and address of employer	Independent Accountant and Financial Advisor
• Type of business or sector	
• Occupation or position held	
• Main activities and responsibilities	Corporate accounting and accounting for associations and foundations

• Dates (from – to)	15/08/2008 - 14/11/2009 -
• Name and address of employer	<i>The Foundation for Women's Solidarity 10/ 11 Mithatpaşa Street, Ankara</i>
• Type of business or sector	NGO
• Occupation or position held	Financial and Administrative Officer
• Main activities and responsibilities	<p>"Project for creating sensitivity and establishment of local mechanisms for combating violence against women in the Central Anatolia Region" with financial support of European Commission. 162,510.00.- Euro</p> <ul style="list-style-type: none"> • Preparation of personal contracts and control of the preparation of the staff payrolls • Preparation of contracts for purchasing goods and services • Preparation of financial reports • Control of declarations for annual and periodic tax returns • Follow up of declarations to be made in accordance with Foundations Law

• Dates (from – to)	15/12/2008 - 30/11/2009
• Name and address of employer	<i>The Foundation for Women's Solidarity 10/ 11 Mithatpaşa Street, Ankara</i>
• Type of business or sector	NGO
• Occupation or position held	<i>Financial and Administrative Officer</i>
• Main activities and responsibilities	<p>The Project for Victims of Human Trafficking, contracted with The Foundation For Women's Solidarity and International Organization for Migration (217,000.00 €)</p> <ul style="list-style-type: none"> • Preparation of personal contracts and control of the preparation of the staff payrolls • Preparation of contracts for purchasing goods and services • Preparation of financial reports • Control of declarations for annual and periodic tax returns • Follow up of declarations to be made in accordance with Foundations Law

• Dates (from – to)	1999 - 2002
• Name and address of employer	Ece Tourism and Construction Corporation Ankara, TURKEY
• Type of business or sector	Private Sector
• Occupation or position held	Financial Manager
• Main activities and responsibilities	<ul style="list-style-type: none"> • Preparation of daily payment reports • Monitoring of loan repayments • Preparation of instructions for daily bank transactions, reporting • Regular monitoring of process for salary payments, buying and selling goods-services
• Dates (from – to)	1997 - 1999
• Name and address of employer	Ece Tourism and Construction Corporation

	Ankara, TURKEY
• Type of business or sector	Private Sector
• Occupation or position held	Accountant
• Main activities and responsibilities	<ul style="list-style-type: none"> • Keeping daily accounting records • Preparation of declarations for financial liabilities • Preparation of payrolls

• Dates (from – to)	1995 - 1996
• Name and address of employer	<i>The Foundation for Tax Inspectors</i> Ankara
• Type of business or sector	NGO
• Occupation or position held	Manager
• Main activities and responsibilities	<ul style="list-style-type: none"> • Management of Foundation Office • Required tracking of correspondence • Monitoring of bank transactions • Doing pre-accounting processes

EDUCATION AND TRAINING

• Dates (from – to)	2009
• Name and type of organization providing education and training	International Organization For Migration
• Principal subjects/occupational skills covered	Training activities for awareness raising of NGO's in the fight of against human trafficking
• Title of qualification awarded	
• Level in national classification (if appropriate)	

• Dates (from – to)	2008
• Name and type of organization providing education and training	Project to Combat Violence Against Women (KSGM) <i>Public</i>
• Principal subjects/occupational skills covered	A workshop by Dr. Michael Kaufman "Combating violence against women with men's participation" held in Ankara
• Title of qualification awarded	
• Level in national classification (if appropriate)	
• Dates (from – to)	2008
• Name and type of organization providing education and training	Project to Combat Violence Against Women (KSGM) <i>Public</i>
• Principal subjects/occupational skills covered	Training of Trainers For Civil Society Volunteers in combating Violence Against Women
• Title of qualification awarded	
• Level in national classification (if appropriate)	

• Dates (from – to)	2008
• Name and type of organization providing education and training	<i>The Foundation for Women's Solidarity</i>
• Principal subjects/occupational	

skills covered	A Workshop in Combating Violence Against Women Facilitator Training
• Title of qualification awarded	
• Level in national classification (if appropriate)	

• Dates (from – to)	2008
• Name and type of organization providing education and training	<i>Civil Society Development Center (STGM)</i>
• Principal subjects/occupational skills covered	'Training For Project Cycle Management'
• Title of qualification awarded	
• Level in national classification (if appropriate)	

<p>PERSONAL SKILLS AND COMPETENCES</p>

MOTHER TONGUE	Turkish
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OTHER LANGUAGES

Indicate competence on a scale of 1 to 5 (1-excellent; 5-basic)

[Specify language]	English				
• Reading skills	4				
• Writing skills	3				
• Speaking skills	3				
[Specify language]	Chinese				
• Reading skills	1				
• Writing skills	1				
• Speaking skills	1				

<p>SOCIAL SKILLS AND COMPETENCES</p>

Excellent ability of communication and teamwork.

<p>TECHNICAL SKILLS AND COMPETENCES</p>
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- Good Usage of Financial Accounting Softwares (Likom and Zirve)
- Windows (Word, Excel, Powerpoint, Access)

<p>OTHER SKILLS AND COMPETENCES</p>
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Competences not mentioned above.

- Certified Public Accountant
- Corporation Accounting.

References

Prof. Dr. Serpil Sancar (CEİD)

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Dr. Tezcan Eralp Abay (STGM)

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